



DD/S 59-3637

14 August 1959

Mr. William F. Finan *Carol*  
Assistant Director for Management  
and Organization  
Bureau of the Budget  
Washington 25, D. C.

Dear Mr. Finan:

In reply to your request that we provide the Bureau of the Budget with our views concerning the "Report of Survey of Personnel Problems of the United States Government in the Adoption and Use of Automatic Data Processing Systems", we are pleased to say that we have found the report well organized, informative, stimulating and useful. We have reviewed the recommendations both from the point of view of our internal Agency operations and as they bear on Government-wide problems.

The Central Intelligence Agency is just beginning to convert to automatic data processing. The Director has convened a committee of senior officers associated with this work for the purpose of achieving a rational development of this program within the Agency, exchanging information, and drafting long-term plans and requirements. This committee has reviewed the recommendations in the Report of Survey with representatives of our Offices of Personnel and Training and this group has arranged to monitor the development of adequate staffs to support our data processing activities.

The problems that will arise in the field of personnel management have as yet had little impact on our over-all personnel management. The staff required at this time to plan for and convert to automatic data processing operations has been drawn from within the Agency. We have experimented with tests for certain categories of operators and we have made use of the facilities of the supplying companies to test others. Our installations will all be located at headquarters and thus we will not be faced with field installation problems.

*Budget*

Deputy Director, CIA.

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We are in general agreement with those proposals which suggest action on the part of central agencies and the Inter-Agency Committee. We would be particularly interested in having the results of Government-wide study of job standards, pay levels, and the possible application of the wage board approach in setting salaries. We would want to support the work of a standing subcommittee established by the Inter-Agency Committee.

Rather than begin at this time with extensive experimentation in the highly technical fields of research as proposed in recommendation A-11, we would think that the pooling of information by the standing subcommittee, or possibly by the National Science Foundation's arrangements with the Bureau of Standards, publication of case studies, and periodic reports bearing on developments in this field would be a more practical and perhaps less expensive way in which to face up to the Government problems in this field.

In summary, we have found this a very helpful and useful report and are glad to have it. We will be interested in providing such support as we can to the Inter-Agency efforts to make more effective use of automatic data processing systems and to overcome the personnel problems related to this effort. Compared with some of the larger users of ADP, our program is of course quite restricted and it appears that we can support it without placing any grave strain on our personnel resources. We are, however, eager to participate in the efforts of the Bureau of the Budget to provide technical support to this effort throughout the Government.

Sincerely,

(signed) H. Gates Lloyd

H. Gates Lloyd  
Acting Deputy Director

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